

How to Apply

Qualified Saudi and/or American organizations and individuals may submit proposals to the U.S. Embassy on a rolling basis. There is no deadline. Proposals are reviewed on a monthly basis. Proposals approved for funding will be processed and funded based upon the availability of funds.

You will need to submit a completed application form, available through the U.S. Embassy Riyadh website at <http://riyadh.usembassy.gov/exchange-programs/saudi-american-educational-and-cultural-initiative-grants.html> . Proposal submissions must include an original signature on the last page.

In addition, you will need a letter from your Saudi or American partner that outlines their commitment to the project. Saudi partners are responsible for obtaining all visas and permission letters for participants coming from the United States and for local transportation.

Proposals will not be considered until all information is received. Proposals should be completed in English, or accompanied by an English translation. Supporting documents may be in Arabic.

The proposals should be submitted via email to RiyadhGrants@state.gov and should include a written narrative in English, and follow these guidelines:

1. Name of the organization, address, phone/fax number/e-mail address, name and title of director (or person who is to sign the grant) and other significant staff members, particularly those who will be involved in the project and budget specifics.
2. Types and amounts of funding your organization has received for the current project including other partners. Also, please include all previous grants from the U.S. Embassy and/or U.S. government agencies.
3. Program Description/Executive Summary. What is the nature of the project? The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. The more specific, detailed, and clear the program description, the better. Please do not exceed one page.
4. Project Goals and Objectives. This section specifies what the project is intended to create at its completion or its **Goal**. How will it further the collaborative relationship between the U.S. and Saudi Arabia? The **Objectives** refer to the intermediate accomplishments and should be able to be achievable and measurable.
5. Project Activities refers to activities the project will have that will accomplish the objectives.
6. Monitoring and evaluation. This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner and how will the program be evaluated to make sure it is meeting the goals of the grant?

7. Project justification. This is a very important aspect of the proposal and applicants should pay particular attention to it. What are the unique merits of the project? What new or underrepresented aspect of the U.S-Saudi partnership is the focus? Why is it innovative?
8. Proposed dates and venues. Please include precise dates, times, and locations of planned program or events.
9. A detailed budget. In order to be sure that the Embassy understands why there is a need for money, the applicant should prepare a line-by-line list of expenses that will be generated by this project. The budget should be prepared in a logical manner and offer enough detail that a reviewer will be able to understand exactly what the figures mean and how they were determined. Budgets must be calculated in Saudi Riyal (Saudi applicants) or U.S. dollars (U.S. applicants). Please note that the Fly America Act requires that anyone whose air travel is financed by U.S. Government funds to utilize the economy class services of a U.S. flag carrier. Please be aware these grants do not include any funding for food or beverages; if you desire refreshments for any of your activities you may want to include them as your part of cost-sharing.

All applicants must also fill out the SF-424 form.

For more help on filling out the proposal please see the detailed instructions for the Saudi-American Education and Cultural Initiative Grants Program (SAECIG) Proposal.